



Job Description
Job Code: 119
10/08/2010

DEPUTY CITY CLERK

DEFINITION: Under direct supervision of the City Clerk, performs highly responsible and complex administrative duties and exercise a high degree of independence, flexibility, and attention to detail. Must be able to work under pressure. This position assists the City Clerk in the day-to-day operation of the Clerk's office and is responsible for technical work associated with records management, business registrations, City elections, and maintaining the Municipal Code. This position handles information of a sensitive and confidential nature. Specialized minute-taking and word processing skills in the compilation of minutes for Council meetings are required. Acts on behalf of the City Clerk in his or her absence.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Provides records management coordination and oversight including performing research, database management, and document storage for the City Clerk's office.
- Assists with city-wide records management procedures and review of records retention and disposition for city departments.
- Researches City Clerk office's public record databases, historical data and stored documents upon request of Council, City staff, or the public.
- Posts public notices, ordinances, and other pertinent information.
- Prepares for and attends City Council meetings; conducts roll call and monitors and records motions, seconds, and voting actions; monitor recording equipment; reading ordinance and resolution titles; take notes and transcribe minutes from notes and audio tapes/digital recordings for official records; and prepares summary of Council action for posting on the City website.
- Assists with the preparation of City Council agendas and provides legally compliant notification to the public of City government activity.
- Assists the City Clerk in preparing for and conducting City elections.
- Provides backup as required to the City Hall Administrative Assistant by answering phones and providing information and assistance to the general public.
- Acts on behalf of City Clerk in his or her absence.
- Performs other related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the structure and operations of municipal government.
- Knowledge of public meeting laws, public records laws, and parliamentary practices and procedures governing public meetings.
- Thorough knowledge of proper English, grammar, and spelling.
- Knowledge of Public records and historical data preservation techniques and practices.

Deputy City Clerk – (Continued)

- Knowledge of standard office practices, procedures, and equipment.
- Knowledge and proficiency in the use of personal computers and word processing, database, spreadsheet, and presentation software.
- Skill in researching Federal, State, County and City election laws, regulations and practices;
- Skill in transcribing and preparing official minutes of public meetings;
- Skill in utilizing discretion in responding to requests for public information and records;
- Skill in understanding and following written and oral instructions;
- Skill in researching City documents for City Council, Mayor, City Administrator, City staff and the public;
- Skill in entering, retrieving, researching, maintaining and updating automated computer databases;
- Skill in handling and prioritizing multiple projects and assignments;
- Skill in establishing and maintaining effective working relationships with City Council, Mayor, City Administrator's Office, City departments and staff, government entities and the public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may involve extended work days outside the regular working hours to attend public meetings, preside over elections and attend community events. Vision is required to perform and monitor essential functions, and to complete data entry. Occasional standing, bending, and stooping involved. Work is performed in an office environment.

MINIMUM QUALIFICATIONS: An Associate's degree in records management, business administration, or public administration, and three (3) year's administrative experience in a City Clerk's office; or two years as a Deputy City Clerk; or any equivalent combination of experience, education or certification that provides the desired knowledge, skills and abilities.